

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 5 December 1953

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

25X1A6A

a. [ ] (completed item)

(1) The main rails for the elevator (6 ton capacity) have been completed by Otis Elevator and the platform is scheduled for installation this week.

(2) Work has been completed on a new warehouse space and operating report which is designed to show space utilization and depot operating costs for management purposes. The Facilities Staff will review this report for possible adoption at the other depots, and determine its application for Headquarters managerial purposes.

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b. [ ] (continued item)

(1) Plans are being formulated to detail a Surplus Property person from the Stock Control Section to expedite the disposition of surplus and non-serviceable property which is currently presenting a storage problem in the warehouse.

(2) Present plans are to commence a complete inventory and reconciliation of stocks with stock records on 4 January 1954. It will be necessary, however, to rewarehouse certain bin stocks prior to inventorying in order that a complete and accurate count can be made of these stocks. This work cannot be handled during regular working hours without materially disrupting issue and storage operations and such work will have to be accomplished over the week-ends prior to taking physical inventories.

c. Supply Training: (continued item)

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Mr. [ ] GS-12, Deputy Chief, Administration, EE, received a day's indoctrination in the organization functions and operation of the Supply Division.

2. PROJECTS AND STUDIES IN PROCESS:a. Cross Index Supplement to the Agency Catalog: (continued item)

No change.

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b. Flex-O-Print Catalog: (continued item)

Agreement has been reached with Mr. [ ] of the Office of Communications to cease further work in publishing a Group 5 Catalog for electronics items, and to concentrate efforts in publishing such information in the new format possible by the Flex-O-Print method. During the interim period, it was felt that catalog listings presently in use by Commo and this office could be made available to those offices requiring catalog information of electronics material.

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3. OTHER ITEMS OF INTEREST:

a. Supply Regulations: (continued item)

(a) Working level collaboration is now in process in obtaining concurrences with the nine headquarters supply regulations, and it is hoped the effort will be completed by 8 December.

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(b) Regulation [ ] Requisitioning, is being expanded to include headquarters preparation of requisitions, together with the prescribed form to be used, and certain material controls such as the issuance of executive type furnishings.

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b. [ ] [ ] (Continued item)

Nothing new to report.

c. Financial and Property Accounting: (completed item)

The Financial and Property Accounting Handbook has been completed in draft form and is presently being reviewed for appropriate comments by cognizant offices.

d. Logistical Support Commo Material [ ] (new and completed item)

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Security Information

(2) The reply to the above cable in disapproving the designation of the [ ] material officer as the accountable officer for commo items issued to [ ] stations amplified the policy of the limitation of the number of accountable officers at any one station. No objection was seen to the [ ] material officer screening requests for commo material in the [ ] area or maintaining equipment records by location for technical determinations.

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a. Automotive Vehicles Report: (Reopened and completed)

The Automotive Unit has been working to reconcile the [ ] vehicle inventory with headquarters records. This should be completed within the next two weeks, at which time the Automotive Unit will be working in conjunction with FE, [ ] and Communications Office in order to accomplish step No. 2 in this operation, i.e., establishing vehicle Tables of Allowances for all stations and projects under the jurisdiction of [ ]

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f. Catalog Listing for [ ] (completed item)

In response to a request from the [ ] four copies of the catalog listing in Family Group sequence is being compiles. A target date of 11 December has been set as the pouching date for this material.

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4. SPECIAL PROBLEMS:

None

5. MAJOR OBJECTIVES:

See Weekly Activity Report dated 29 October 1953.

LO/SD:DWW:adeg:mt (3 Dec. 1953)

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Distribution:

1 - Supply

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